UNITED NATIONS

ST

Secretariat

ST/AI/181/Rev.9/Amend.1
16 February 1993

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Director of Personnel

Subject: EDUCATION GRANT AND SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN*

1. In accordance with a recommendation made by the International Civil Service Commission in paragraph 252 of its eighteenth annual report, 1/ the General Assembly approved, through its resolution 47/216, increases related to the education grant and special education grant for disabled children in the United States dollar area, as well as in areas where education-related expenses are incurred in Finnish markka, Italian lire, Netherlands guilders and pounds sterling.

2. The present amendment to administrative instruction ST/AI/181/Rev.9 of 28 February 1991 is issued to implement the decision taken by the General Assembly on approved increases in the maximum amount of admissible expenses, the maximum education grant and in the flat sum for boarding costs as applicable to the United States dollar area. Annex VI to that administrative instruction is also hereby revised to reflect the increases in the same entitlements for four countries where educational expenses are reimbursable in local currency, i.e. Finland, Italy, the Netherlands and the United Kingdom of Great Britain and Northern Ireland. Additional changes are for purposes of clarification. Changes to the text of ST/AI/181/Rev.9 appear in **bold**.

3. Paragraph 4 of administrative instruction ST/AI/181/Rev.9, on eligibility, is revised, for purposes of clarification, to read as follows:

"4. (a) In accordance with staff rule 103.20 (b), a staff member who is regarded as an international recruit under rule 104.7 and whose duty station and place of residence is outside his or her home country shall be entitled to an education grant in respect of each child in full-time attendance at a school, university or similar educational institution. If such a staff member is reassigned to a duty station within his or her

* Personnel Manual index No. 3321.

home country, he or she may receive the education grant for the balance of a school year, not exceeding one full school year after his or her return from expatriate service.

"(b) The Secretary-General may also authorize payment of the education grant, during mission service **for a continuous period of six months or more**, to a staff member regarded under rule 104.6 as a local recruit at his or her official duty station. In respect of a staff member on special mission service, the official duty station continues to be the duty station from which the staff member is assigned and he or she continues to receive the salary and allowances pertaining to that duty station. However, eligibility for the education grant will be generally determined on the basis of the duty station in which the staff member is in fact serving, i.e. the mission area duty station, subject to the following conditions:

"(i) **The staff member is detailed for a minimum period of six months or, if initially detailed for a period less than six months, is extended so that the total continuous period of service is at least six months.**

"(ii) **The flat sum for board, as provided for under paragraphs 20 and 21 below, will not be paid in those cases where the child attends an educational institution at the official duty station.**

"(iii) **As on non-family missions, no education grant travel will be authorized to or from the mission area duty station.**

"(iv) **The education grant will be payable only in respect of the staff member's period of actual service at the mission area duty station.**"

4. The first three sentences of paragraph 15 are revised as follows:

"15. Such evidence will normally be submitted on form P.41 (10-90), certificate of attendance and costs and receipt for payments (see annex II), which should be certified by the school. **The same form is required for cases where only the flat sum for board is claimed.** After certification, **the original form should be submitted** and it should not be changed in any way as any revision or alteration may be cause for disciplinary action."

5. Paragraphs 18, 20 and 21 of administrative instruction ST/AI/181/Rev.9 are replaced by the following text:

"18. When the child attends an educational institution at the duty station, the expenses incurred for attendance are considered admissible, but not the expenses for board. The expenses incurred for attendance include charges for enrolment, registration, examinations, tuition and diplomas, prescribed textbooks and other costs directly related to the regular school programme or curriculum. Where local conditions justify their provision, charges for midday meals, if they are provided by the school and included in the school bill, and for daily group transportation to and from the school, if provided by the school or organized on a

school-wide basis by a concern other than the school itself, may also be included in the admissible educational expenses. The amount of the grant shall be 75 per cent of the sum of the admissible educational expenses up to a maximum of $13,000 per year, with a maximum grant of $9,750 a year for each child. In those cases where school attendance is in one of the countries listed in annex VI, the relevant local currency maxima applicable for expenses incurred and the grant are shown in columns 1 and 2 of that annex.

...

"20. Except as provided in paragraph 21 below, the amount of the grant shall be:

"(a) Where the educational institution provides board, 75 per cent of the sum of the expenses for attendance and board up to a maximum of $13,000 per year, with a maximum grant of $9,750 a year for each child;

"(b) Where the educational institution does not provide board, a flat sum of $2,900 for board plus 75 per cent of the expenses for attendance up to a maximum of $9,133, with a maximum total grant of $9,750 a year for each child (i.e. $2,900 for board and $6,850 for attendance). In respect of staff members on special mission service, the flat sum for board will not be paid in those cases where the child attends an educational institution at the official duty station;

"(c) For cases where the educational institution does not provide board, the relevant local currency amounts applicable to the flat sum for board and the maximum admissible expenses for attendance in respect of children studying in countries listed in annex VI are shown in columns 3 and 6 of that annex.

"21. At designated duty stations where educational facilities are not available or are deemed inadequate, eligible staff will be entitled to reimbursement of an additional amount for boarding expenses in respect of children in school attendance at the primary and secondary levels. This amount shall be equivalent to 100 per cent of boarding expenses up to $3,000 per year which is payable as an amount additional to the normal grant of $9,750 per year (i.e. a maximum total grant of $12,750). The amount of the grant shall be calculated as follows:

(a) Where the educational institution provides board, the amount of the grant per year shall be the sum of:

(i) 100 per cent of boarding expenses up to $3,000; and

(ii) 75 per cent of admissible expenses for attendance and of any part of boarding expenses in excess of $3,000, up to a maximum reimbursable amount of $9,750;

(b) Where the educational institution does not provide board, the amount of the grant per year shall be the sum of:

(i) A flat sum for board of $3,000; and

(ii) 75 per cent of admissible expenses for attendance, up to a maximum reimbursable amount of $9,750.

In respect of staff members on special mission service, the flat sum for board will not be paid in those cases where the child attends an educational institution at the official duty station;

(c) The relevant local currency amounts applicable to boarding expenses in paragraph 21 (a) (i) and flat sum for board in paragraph 21 (b) (i) in respect of children studying in countries listed in annex VI are shown in column 4 of that annex. The relevant local currency amounts applicable to the maximum grant for staff members serving at designated duty stations are shown in column 5 of annex VI."

6. Paragraph 22 is replaced by the following text:

"22. Any scholarship, bursary or similar grant received by the child should be disclosed **by the staff member on the P.45 form and by the school officials on the P.41 form**, and will be taken into account in calculating the education grant. The amount will be deducted from the total educational expenses incurred for the child (including the cost of journeys between the school and duty station that are not paid by the United Nations) before the education grant is calculated.

7. With respect to expenses for textbooks, the second sentence of paragraph 23 is replaced by the following text:

"A staff member may claim the following amounts without additional certification: $210 at the primary level, $420 at the secondary level and $840 at the post-secondary level."

8. With regard to tuition in the mother tongue, the second to the sixth sentences of paragraph 26 are revised as follows:

"Where attendance at a local school gives no entitlement to an education grant, 75 per cent of the expenses for tuition in the mother tongue may be paid, **subject to a maximum expense of $2,900 a year for individual tuition and $1,450 a year for group language tuition.** Where attendance at a local school gives entitlement to an education grant, the expenses incurred for tuition in the mother tongue may be included in the admissible expenses for attendance up to a maximum of $2,900 for each child in the case of individual tuition and $1,450 for each child in the case of group tuition. For countries listed in annex VI, the relevant local currency maxima applicable for expenses incurred are respectively the totality and one half of the amounts indicated in column 3 of that annex."

9. As regards special education grant for disabled children, the first two sentences of paragraph 43 and paragraph 47 (a) are replaced by the following text:

"43. The amount of the grant for each disabled child shall be 100 per cent of the admissible educational expenses actually incurred, up to a maximum of $13,000 per year. Expenses for special equipment for

educational purposes shall be reimbursed, if not otherwise covered under health insurance, up to a maximum $1,000 per year within the overall maximum of $13,000 per year."

"47. ... (a) If the staff member is entitled to a regular education grant, the claim shall be made in the first instance against that entitlement to the extent that the school attendance itself qualifies for the payment of the regular education grant under the applicable provisions, and reimbursement under the special education grant will be made only in respect of educational expenses incurred for the necessary special teaching and training. The combined total of the two types of grant shall not exceed $13,000 per year (see column 1 of annex VI for the equivalent local currency maxima applicable to the listed countries). **At designated duty stations where educational facilities are not available or are deemed inadequate, an additional amount for boarding expenses will be paid in respect of children in school attendance at the primary and secondary levels. The amount shall be equivalent to 100 per cent of boarding expenses up to $3,000 per year which is payable in addition to the special education grant of $13,000 a year (i.e. a maximum total grant of $16,000). For countries listed in annex VI, the relevant local currency amounts applicable to the total grant, including the additional board, are the sum of columns 1 and 4 of that annex.** Whenever a regular education grant is payable in respect of the school attendance, the provisions concerning education grant travel shall also apply."

10. The revised schedule of the education grant is effective as from the school year in progress on 1 January 1993. Appropriate amendments to the Staff Rules will be issued in due course to reflect these changes.

Notes

1/ Official Records of the General Assembly, Forty-seventh Session, Supplement No. 30 (A/47/30).

Annex VI

Education grant entitlements, applicable in cases where school attendance is in a country where educational expenses are reimbursed in local currency

Country	(1) Maximum admissible educational expenses/ maximum grant for disabled child	(2) Maximum education grant	(3) Flat sum for board under para. 20 (c)	(4) Flat sum or ceiling for boarding expenses under para. 21 (a) or 21 (b)	(5) Maximum grant for staff members serving at designated duty stations (see para. 21)	(6) Maximum admissible educational expenses for attendance under para. 20 (c)
	(in local currencies)					
Austria	152 100	114 075	33 800	50 700	164 775	107 028
Belgium	423 000	317 250	94 000	141 000	458 250	297 651
Benin	3 060 000	2 295 000	680 000	1 020 000	3 315 000	2 153 220
Burkina Faso	3 060 000	2 295 000	680 000	1 020 000	3 315 000	2 153 220
Cameroon	3 060 000	2 295 000	680 000	1 020 000	3 315 000	2 153 220
Central African Republic	3 060 000	2 295 000	680 000	1 020 000	3 315 000	2 153 220
Chad	3 060 000	2 295 000	680 000	1 020 000	3 315 000	2 153 220
Comoros	3 060 000	2 295 000	680 000	1 020 000	3 315 000	2 153 220
Congo	3 060 000	2 295 000	680 000	1 020 000	3 315 000	2 153 220
Côte d'Ivoire	3 060 000	2 295 000	680 000	1 020 000	3 315 000	2 153 220
Denmark	77 400	58 050	17 200	25 800	83 850	54 464
Equatorial Guinea	3 060 000	2 295 000	680 000	1 020 000	3 315 000	2 153 220
Finland	54 000	40 500	12 000	16 200	56 700	38 000
France	61 200	45 900	13 600	20 400	66 300	43 064
Gabon	3 060 000	2 295 000	680 000	1 020 000	3 315 000	2 153 220
Germany	26 395	19 800	5 867	7 200	27 000	18 577
Ireland	6 561	4 921	1 458	2 188	7 108	4 617
Italy	18 000 000	13 500 000	4 000 000	4 200 000	17 700 000	12 666 667
Japan	2 115 000	1 586 250	470 000	705 000	2 291 250	1 488 255
Luxembourg	423 000	317 250	94 000	141 000	458 250	297 651
Mali	3 060 000	2 295 000	680 000	1 020 000	3 315 000	2 153 220
Monaco	61 200	45 900	13 600	20 400	66 300	43 064
Netherlands	27 000	20 250	6 000	7 950	28 200	19 000
Niger	3 060 000	2 295 000	680 000	1 020 000	3 315 000	2 153 220
Norway	63 900	47 925	14 200	21 300	69 225	44 964
Senegal	3 060 000	2 295 000	680 000	1 020 000	3 315 000	2 153 220
Spain	1 429 740	1 072 500	317 778	390 000	1 462 500	1 006 296
Sweden	66 600	49 950	14 800	22 200	72 150	46 864
Switzerland	18 270	13 703	4 060	6 090	19 793	12 856
Togo	3 060 000	2 295 000	680 000	1 020 000	3 315 000	2 153 220
United Kingdom of Great Britain and Northern Ireland	9 000	6 750	2 000	1 960	8 710	6 333